



**CONTRACT CHIEF**

**Department:** Sheriff

**Job Class #:** 273400, 273800, 268600

**Pay Range:** Public Safety 05; Public Safety 06; Public Safety 07

**FLSA:** Non-exempt (K)

**Represented:** Yes/MOU

**Civil Service Status:** Covered

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** Under the administrative direction of the Sheriff, this is highly responsible administrative and management work performed for the Pierce County Sheriff's Department, for the provision of contracted law enforcement services to a municipality. Employees in this classification are responsible to manage, administer and plan a full-range of municipal law enforcement activities. Ability to independently manage while coordinating Sheriff's Department services and maintain relationships with municipal leaders is critical to position success. Position duties vary depending on the contractual agreement and size of the municipality. This position is appointed by and serves at the pleasure of the Sheriff, in accordance with Local No. 1889 Memorandum of Understanding.

**ESSENTIAL FUNCTIONS:**

- Assure the prevention of crime and protection of life, property and rights through the enforcement of state, county and municipal laws and ordinances.
- Represent the Sheriff on matters presented before the City Council and general public.
- Represent City law enforcement issues to the City Council and general public.
- Manage a broad array of well-established aspects of law enforcement services in a municipality.
- Manage, develop, plan and monitor local departmental budget and grants, coordinating with Sheriff's Department and municipality.
- Define and accomplish, through program and personnel management, organizational goals and objectives for services to the contract city, in accord with Sheriff's Department mission and goals.
- Establish and administer rules and regulations consistent with Pierce County Sheriff's Department policy and that meet national and state standards for law enforcement agencies; review and update such rules and regulations as required to comply with Federal, State and local laws; develop policies focused on local issues.
- Supervise directly or indirectly all levels of employees, sworn, civilian and volunteer; responsible for employee development and training, evaluations, disciplinary recommendations, selection recommendations.
- Represent the Sheriff's Department on a variety of community committees and/or advisory groups with respect to law enforcement in the community; attend Sheriff's Department management staff meetings and joint staff meetings with other public safety agencies.
- Build internal and community partnerships and teams; provide a positive law enforcement atmosphere which supports community oriented policing and encourages citizen participation and volunteer programs.
- Assure the public is informed regarding duties, responsibilities, activities and programs of the police department.
- Manage city law enforcement facilities, to include maintenance, repair, design, construction, upgrades and replacements. Duties may also include project for future needs, procurement and maintenance of equipment.
- Research, draft, coordinate and present City Council ordinances to support crime prevention, crime reduction, crime response and the restoration of order and discipline in the community, primarily focused on civil and misdemeanor issues.

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- May act as Emergency Operations Center commander during local states of emergency and other disasters, with responsibilities for the coordination of private agencies as required.
- As required, a Contract Chief must engage combative individuals and effect forcible arrests.

**SUPERVISION:** This position reports directly to the Pierce County Sheriff or designee and works under the administrative direction of the City Manager, or designated City official. Work is assigned in terms of broad general objectives within the resources available. An employee exercises considerable responsibility for decision-making on both technical and administrative matters, consulting with higher-level authority in matters involving policy direction or clarification. Work is reviewed for fulfillment of departmental and local municipal objectives, for compliance with governing laws and regulations and for adherence to budget. This position exercises full supervisory responsibility of all assigned staff.

**WORKING CONDITIONS:** The Contract Chief spends a majority of working time in an office. Frequent travel to and from various work sites in the geographic region is required; may be exposed to physically confrontational situations, personal danger and bio-hazardous materials. This position has a variety of physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities include walking, standing, sitting, digital dexterity, talking, hearing and seeing. A Contract Chief may be required to assist in any emergency situation, and must maintain physical ability to effect a forcible arrest or deal with physical confrontational or combative situations. Required physical activities during those times are accurately discharge a firearm (either hand), running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, crouching and twisting. A Contract Chief must be able to clearly distinguish and identify colors and be able to safely drive a vehicle, be able to clearly discriminate electronic, mechanical and human sounds and/or operate other required equipment in a safe and lawful manner for the protection/safety of the public, self and of other employees.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Principles and practices of public administration, organization and human resource management
- Modern police methods and procedures
- Community policing principles and practices
- Rules and regulations of the Sheriff's department
- Controlling laws and ordinances
- Principles of crime and accident investigation, interrogation techniques and preservation of physical evidence
- Principles and techniques of crime prevention
- Principles and practices of criminal identification, the behavior of criminals and causes underlying criminality
- Methods and procedures involved in budget development, justification and control
- Literature, developments and trends in the field of law enforcement

#### **Skill in:**

- Interpersonal activities and communications, including conflict resolution, problem-solving, collaboration, consensus-building, facilitating groups, educating and mentoring
- Written and verbal communications and presentations
- Use of required equipment

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#### **KNOWLEDGE, SKILLS AND ABILITIES (continued)**

- Applying required knowledge and abilities

#### **Ability to:**

- Effectively function as a community and departmental leader, in a manner which instills confidence and cooperation, motivates others, encourages participation and creates an environment of high quality public safety services in a community
- Effectively collaborate with municipality leaders and coordinate Sheriff's Department services in a manner that best meets the needs of both agencies
- Establish and maintain positive, effective working relationships with a wide variety of individuals from differing cultures, ethnicity, economic, educational, political and social backgrounds
- Work independently and make appropriate management and administrative judgements, while recognizing the importance of considering the needs of a wide array of stakeholders, participants and citizens
- Analyze situations quickly and objectively and determine a proper course of action
- Develop, plan, guide and effect implementation of policies, goals and objectives of the Sheriff's Department and the municipality for law enforcement services
- Develop and implement administrative standards and procedures, and evaluate their efficiency and effectiveness
- Develop, prepare and manage grant applications and grant requirements.
- Express ideas and information effectively both verbally and in writing
- Plan, direct and evaluate the work of subordinates; assess employee development needs and administer or implement effective employee training

**RECRUITING REQUIREMENTS:** Recruiting requirements are in accordance with provisions of the Memorandum of Understanding between Pierce County and Local 1889. Requirements in the Memorandum of Understanding signed and currently in effect are:

- Cities with fewer than 13 commissioned officers assigned      Current employees of the Sheriff's Department  
Tier 1 - Sergeant and Detective Sergeant with at least three years in rank (including probation)  
Tier 2 - Lieutenant
- Cities with between 14-29 commissioned officers assigned      Current employees of the Sheriff's Department  
Tier 1 – Lieutenant  
Tier 2 – Captain then Sergeant and Detective Sergeant with at least three years in rank (including probation)
- Cities with 30+ commissioned officers assigned      Sheriff's choice on who is eligible to apply

Future modifications of recruitment requirements in the Memorandum of Understanding will be made a part of this classification description.

**RECRUITMENT PROCESS:** The recruitment process shall be conducted in accordance with the Memorandum of Understanding between Pierce County and Local 1889.

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**SPECIAL REQUIREMENTS:** A valid Washington State driver's license is required.